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8 January 1954

MEMORANDUM FOR: Chairman, CIA Career Service Board

SUBJECT : Recommendations on Evaluation Reports

REFERENCE : Memo from Chairman, CIA Career Service Board to
Messrs. [REDACTED]
dated 9 December 1953, subject as above.

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1. The Task Force established by reference has met and considered the problems involved in the use of evaluation reports, including both the new Career Selection Report (CSR) proposed by the Professional Selection Panel in its recommendations on selection procedures as well as the Personnel Evaluation Report (PER) now in use in the Agency.

2. The Task Force recommends that this new form, the Career Selection Report, copy of which is attached as Tab A, be used during the first three years of a person's employment by CIA. The Personnel Evaluation Report would not be used during this period but would be put into use only after an individual has become a member of the CIA Career Service. Since the Personnel Evaluation Report is designed primarily to assist in supervisor-employee work relationships and in career development and planning, it appears appropriate to apply it only to employees who have successfully passed through the 3-year provisional period and have become members of the Career Service.

3. The Career Selection Report, on the other hand, is designed to assist the Career Service Boards, Office Heads, and the CIA Selection Board in their task of selecting employees for membership in the Career Service and of eliminating those found to be unsuitable.

4. The Career Selection Report is to be used in the following manner: At the end of the first nine months of an individual's employment his immediate supervisor makes out the report in one copy only. He does not show it to or discuss it with the employee, although in the normal course of proper supervision it is expected that much of what is reflected in the report will have been conveyed to the employee in his day to day contacts with his supervisor. The report is sent directly by the supervisor, after authentication by his supervisor next in line, to the Office Career Service Board having jurisdiction over the employee. It is used by that Board in making its initial recommendation to the Office Head as to whether

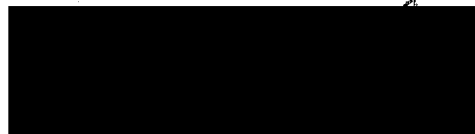
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the employee should be retained or terminated prior to the end of his one year trial service period. The report is forwarded by the Office Head, together with his recommendation, to the Executive Director of the CIA Selection Board and is thenceforth retained in the files of the Selection Board.

5. Similar reports are to be made in the same manner at the end of the 21st and 33d month of an individual's employment. These will be forwarded directly to the Executive Director of the CIA Selection Board. All three reports on a given employee will be made available by the Selection Board to (a) The Office Career Service Board and the Office Head when they consider the employee for membership in the CIA Career Service, (b) The Panel of Examiners which reviews the recommendations of the Office Head, and (c) The CIA Selection Board and the DDCI as necessary. All the reports will then be retained as part of the files of the CIA Selection Board, which shall control access to them on the strictest need to know basis.

6. There is also attached, as Tab B, the basic paper "Selection of Permanent Career Staff" edited to reflect the changes directed by the CIA Career Service Board at its 15th meeting on 19 November 1953.



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Chairman

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